

Letter of Invitation to Tender

Tender ref.: RTP/2022/009

Beirut, 24th August 2022

Dear Sir/Madam,

SUBJECT: INVITATION TO TENDER FOR Back to School (craft) kit

Norad (EQIE)

Right to Play International is looking to purchase Back to School (craft) kit.

Kindly find enclosed the following documents related to the tender for provision of “Back to School (craft) kit” for our project “EQIE, Norad”

- A. Instructions to Tenderers + tenders relevant experience
- B. Request for Tender
- C. Tenderer’s Declaration
- D. Child Safeguarding Policy + Code of Conduct

We look forward to receiving your tender on or before 04h00 on 01st of September 2022 at the following email addresses which should include the Subject of the tender **RTP2022009**

Your tender bid must include the following documentation so please use the list below as a ‘Checklist’ before submitting your tender to Right To Play International.

- Completed Request for tender including the Financial Offer and technical specifications (data sheet + pictures of items). (B)
- Signed Tenderer’s Declaration (C)
- Tenderer’s Relevant Experience (A)
- Child Safeguarding Policy + Code of Conduct(D)
- Proof of registration on Commercial Register
- Copy of registration for tax with Ministry of Finance

Offers must be sent to the below email addresses (kindly add both email address when sending full tender documents. Please also send document in PDF format signed and stamped by company.

Mariam Zaytoun – Logistics Officer (mzaytoun@righttoplay.com)- 70259865 (8:00 AM to 4:00 PM)

Kevork Dersarkissian – Logistics Coordinator (kdersarkissian@righttoplay.com)- 03190093 (8:00 AM to 4:00 PM)

Yours sincerely,

Antoine Karam



Country Director, Right To Play International - Lebanon

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